

Arizona Commission on the Arts

**Guide to Grants for
Organizations and
Schools
2012-2013**

Fiscal Year 2013 Grants

**GENERAL OPERATING
SUPPORT**

Grant Deadline: Thursday, March 15, 2012

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OVERVIEW

General Operating Support (GOS) Grants assist arts organizations with administrative and/or artistic expenses. GOS Grants are available to arts organizations of all sizes, local arts agencies and tribal museums, whose primary mission is to produce, present or serve the arts.

Organizations may use GOS funds for general operating expenses (frequently the most difficult type of grant to obtain) as well as leverage for other public and private funding. All grant awards are based on organizational operating income and must be matched with cash (at least 1:1) by the organization.

Applicants can verify their eligibility to apply for grants within this area on page 6 of the Overview document.

During the 2012-2013, fiscal year 2013 grants cycle, Metro Phoenix/Metro Tucson organizations may not apply for support for both a **Festival Project Grant** and a General Operating Support (including **Organizational Development Grant, General Operating Support Levels I, II, or III, or Basic/Locals Aid**). If a Metro Phoenix/Metro Tucson applicant submits a Festival Project Grant application as well as an application in any GOS area, the applicant will be asked to withdraw one of the applications prior to the panel review.

Alternate Year Applications

All organizations that received GOS funding in both FY2011 and FY2012 may apply on a staggered two-year cycle. During alternate years, GOS grantees will keep the same funding priority received during the last panel review. Actual grant awards may fluctuate from one year to the next depending on the availability of Arts Commission funds.

Arts Commission staff has the authority to request that an organization submit a full or alternate year application, regardless of alternate year status, in a year where an organization is undergoing dramatic artistic, programmatic or management changes.

Those required to submit alternate year materials this year will: through EGOR, update their Organization Profile, update their board information and submit one paragraph reporting on any staff or programmatic changes since last year's application and the impact of these changes on the organization.

Additionally, all alternate year applicants are required to submit 2 most current fiscal years worth of financial data through the Arizona Cultural Data Project (CDP) and upload the CDP Funders Report through EGOR (see pages 7 and 12 for more information).

Letter of Intent

A Letter of Intent to Apply is required for entry into the Basic/Locals Aid Grant program. A Letter of Intent to Apply is highly recommended for first-time GOS grant applicants and applicants applying after not receiving Arts Commission funding for two fiscal years or more.

Letters of Intent should not exceed one page in length. Applicants must include the organization's name, mission statement, FY2011 income, total percentage of arts programming, and the grant area to which the applicant intends to apply, and then must articulate the organization's eligibility for new funding level.

Letter of Intent to Apply Receipt Deadline: Friday, February 24, 2012. Send to: GOS Letter of Intent, Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix, AZ 85003-1326.

Percentage of Arts Programming

In order to be eligible for operating support, organizations must be dedicated to producing, presenting or serving the arts as their primary mission.

Multidisciplinary or multipurpose organizations are eligible for operating support if they are able to demonstrate that the arts comprise at least 50% of their organization's public programming. These organizations are required to contact the Arts Commission staff member most relevant to their programming to discuss eligibility and the manner in which they can best demonstrate their percentage of arts programming relative to their comprehensive public offerings.

FUNDING CRITERIA

The following criteria are the basis for the panel review of General Operating Support applications and relate to the four narrative sections of the online application.

- Artistic quality (for service organizations, *Quality of service*)
- Ability of the organization to serve the needs of their community, as defined by the applicant
- Managerial/administrative ability of the applicant organization to carry out proposed arts programming and properly administer funds granted
- Appropriateness of the applicant organization's budget to carry out its proposed program(s)

Panelists will use a Ranking Tool to review applications. The ODG/GOS Ranking Tool is available at: <http://www.azarts.gov/grants/organizations-and-schools/guides/>.

Funding Eligibility Scale for Organizational Development Grant and GOS

	If your total annual income is:	Maximum grant amount: (Contingent upon legislative allocation of funds)
ODG	\$3,000 to \$24,999	\$1,000
GOS I	\$25,000 to \$99,999	\$3,000
GOS II	\$100,000 to \$249,999	\$6,000
GOS III	\$250,000 to \$1,000,000+	\$18,000
Basic and Locals Aid	Large arts organizations with total incomes in excess of \$1,500,000 and large local arts agencies with total incomes in excess of \$1,000,000.	No award is less than the maximum GOS III award.

GOS GRANT LEVELS

Organizational Development Grant

Minimum/Maximum Grant Award: Flat Grant Amount of \$1,000

The Organizational Development Grant (ODG) provides grants and technical assistance for emerging arts and service organizations to assist with initial organizational development. Technical assistance is available as a part of the program to help organizations develop and grow. These grants may be used for any administrative and/or artistic expenses.

Program requirements at the time of application:

- 1 successful year of arts related programming
 - A minimum total annual income of \$3,000 to \$24,999
 - Must be a nonprofit organization, government entity or have a fiscal sponsor
-

General Operating Support Level I

Maximum Grant Award: \$3,000

GOS I grants assist arts organizations with small annual operating budgets. These grants may be used for any administrative and/or artistic expenses.

Program requirements at the time of application:

- 2 successful years of arts related programming
 - A minimum total annual income of \$25,000 to 99,999
 - Must be a nonprofit organization, government entity or have a fiscal sponsor
-

General Operating Support Level II

Maximum Grant Award: \$6,000

GOS II grants assist arts organizations with mid-sized annual operating budgets. These grants may be used for any administrative and/or artistic expenses.

Program requirements at the time of application:

- 3 successful years of arts related programming
 - Organization must have a minimum total annual income of \$100,000 to \$249,999
 - Must be a nonprofit organization or a government entity
-

General Operating Support Level III

Maximum Grant Award: \$18,000

GOS III grants support mid-sized to large arts organizations.

Program requirements at the time of application:

- 3 successful years of arts related programming
- Must be a nonprofit organization or a government entity
- Organization must employ a full-time executive, managing, music, or artistic director
- Organization must have a minimum total annual income of \$250,000 to \$1,000,000

Note: Organizations with fundraisers or store sales raising \$100,000 or more must include details within application/budget about the costs of goods purchased for sale/raffle/auction; those costs will not be included in award calculation.

Basic and Locals Aid

Minimum Grant Award: No award is less than the maximum GOS III award.

Basic and Locals Aid provides general operating support to Arizona's large arts organizations with total annual incomes in excess of \$1,500,000 and large local arts agencies with total incomes in excess of \$1,000,000.

New applicants to Basic/Locals Aid must be evaluated by a management and program audit prior to entry into the program. To allow sufficient time for completion and review of audit, *an organization must contact Arts Commission staff if planning to apply for Basic/Locals Aid funding for the first time*, by submitting Letter of Intent to Apply by Friday, February 24, 2012. Audits will be reviewed by the Arts Commission. The Arts Commission makes final decisions about entry into the Basic/Locals Aid programs.

Program requirements at the time of application:

- Organizations must demonstrate artistic and management stability prior to participation.
- Organizations must be 501(c)3 arts organizations or units of city government with at least five-year track records of producing or presenting arts programming; must have full-time paid management and artistic staff.
- Organizations must submit a complete application.
- Organization must serve a broad audience and public.
- At least 25% of adjusted revenues must be earned income (except local arts agencies).
- At least 25% of adjusted revenues must be contributed income, exclusive of restricted gifts (except local arts agencies).
- All applicants must be engaged in long-term planning, with respect to their mission statement and strategic plan (approved by the board) for the next 3-5 year period. NOTE: This plan must be current at the time of application.
- Organizations cannot use Arts Commission funds for regranting, unless permission is received.
- **All Basic/Locals Aid applicants must submit an Education Plan.**
- Organizations with fundraisers or store sales raising \$100,000 or more must include details within application/budget about the costs of goods purchased for sale/raffle/auction; those costs will not be included in award calculation. Government income will be netted out during award calculation.

Education Plan

The Arts Commission is committed to providing lifelong learning opportunities for all Arizonans. To support this effort, the Arts Commission implemented an Education Plan Requirement for Basic/Locals Aid grantee organizations in 2011. In FY2013 grantees will be required to submit an updated Education Plan which must be reviewed and signed by the organization's Education Manager. Education Plans will be reviewed by Arts Commission staff based on the criteria outlined below. The Education Plan must:

- Be current and address the solicited grant's timeline of two years.
- Be approved by the organization's Board.
- Be reviewed and signed by the organization's Education Manager.
- Include information about how the organization identifies participants for educational programs, develops learning objectives for identified participants and assesses how participants reached those learning objectives.
- Demonstrate financial resources to support the plan, including the organization's commitment to a full-time staff person designated to support the development and implementation of educational programs.
- Consider the organization's mission when articulating if/how the organization's programs address preK-12 learning and the Arizona Arts Standards. If preK-12 learning is not appropriate to an organization's mission, the Education Plan must document why and outline how the organization's programs support lifelong learning in the arts.

For information about Education Plans contact Alex Nelson, Director of Arts Learning at 602-771-6521 or anelson@azarts.gov.

ADDITIONAL REQUIREMENTS FOR GOS APPLICANTS

Cultural Data Project (CDP) Funder Report

The Arizona Cultural Data Project (CDP) is a powerful online management tool designed to strengthen arts and cultural organizations. Organizations enter financial, programmatic and operational data into a standardized online form and can then use the CDP to produce a variety of reports designed to help increase management capacity, identify strengths and challenges and inform decision-making. Organizations can also generate reports as part of application processes to participating grantmakers.

All applicants to the GOS and Festival Project Grant categories are required to submit their organization's budget information using the Arizona Cultural Data Project. Applicants must then generate a CDP Funder Report consisting of at least 2 most current fiscal years worth of financial data through the Arizona CDP website. *Applicants not utilizing CDP will be considered ineligible.*

Along with the CDP Funder Report, the Arizona Commission on the Arts requires that applicants provide budget notes in the EGOR application to explain in-kind support, variances over 15%, and debt or cash reserves. Furthermore, applicants are strongly encouraged to identify any additional entries or trends in the CDP profile that may warrant explanation or additional information which would help the review panelists better understand any special circumstances or activities not otherwise apparent in the application narrative or in this report.

While in-kind contributions are useful in demonstrating support for a project, they may not be used to match grants unless a contribution meets the following definition: *Donated services are recognized as contributions if the services (a) create or enhance non financial assets, or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased. The fair value of volunteer services cannot be recognized as eligible in-kind revenue, as they do not meet the criteria for recognition under generally accepted accounting principles.*

Registering with the Cultural Data Project:

1. Visit www.azculturaldata.org.
2. Select and complete the "New User Registration" on the right side of the homepage.
3. Complete *two most current* fiscal year CDP data profiles.

Submitting the CDP Funder Report in EGOR:

1. From the CDP website, select "Funder Reports" and choose the most current and complete fiscal year from the drop down menu.
2. Save a copy of the Arizona Commission on the Arts Funder Report to your computer.
3. In EGOR, select "Submit Applications" and you will have access to the "Application Navigation" panel on the left side of EGOR.
4. Select the tab titled "Supplementary Materials."
5. Select "Upload New Document."
6. Select "Browse" to find your saved CDP Funder Report and select "Upload."

Submitting CDP Budget Variance Notes in EGOR:

1. Use the Budget Information Section in EGOR to submit budget notes. Explain in-kind support, variances over 15%, and debt or cash reserves.

The CDP Funder Report will be panel reviewed and evaluated under the *Review Criterion: Appropriateness of Budget*. *Applications will be considered incomplete without the inclusion of a CDP Funder Report.* This grant condition must be met before an organization's application is considered eligible for panel review.

Please contact Patrick Fanning, Arts Learning and Special Projects Coordinator at 602-771-6529 or pfanning@azarts.gov for questions related to the Cultural Data Project and/or the CDP Funder Report.

ADDITIONAL REQUIREMENTS FOR GOS APPLICANTS (*continued*)

ADA/Accessibility Plan

In 1973, section 504 of the Rehabilitation Act forbid discrimination against people with disabilities in any activity or program that received federal financial assistance. In 1990, the Federal Government passed the Americans with Disabilities Act (ADA) which prohibits discrimination on the basis of disability in employment, state and local government, public accommodations, commercial facilities, transportation and telecommunications. New regulations were implemented and became law in 2011.

The Arts Commission receives funding from both federal and state governments, distributed to communities throughout Arizona in the form of grants and services. Organizations that receive public funding must serve the needs of their community, including providing access to people with disabilities.

Recipients of Arts Commission funding are required to maintain an ADA/Accessibility Plan, a written document describing an organization's programs and committed resources meant to ensure access to the arts for people of all abilities.

The Arts Commission is committed to the concept of inclusion. In support of this effort, the Arts Commission implemented a 5-Year ADA/Accessibility Plan with its grantee organizations:

- In FY2009 all grantees were required to complete an Accessibility Checklist to assess their existing facilities and programs. They were encouraged to assign an ADA/Accessibility Coordinator and begin working towards an ADA/Accessibility Plan.
- In FY2010 grantees were required to submit an ADA/Accessibility Statement as an attachment to the year-end Final Report. This included step(s) towards implementation of an ADA/Accessibility Plan.
- In FY2011 and FY2012 GOS applicants were required to submit ADA/Accessibility Plans along with their grant applications.
- In FY2012 the ADA/Accessibility Plans were panel reviewed.
- In FY2013 the ADA/Accessibility Plan requirement **became fully integrated within the Arts Commission grant application process**, as a question to be reviewed and considered by the panel.

For the 2012-2013, fiscal year 2013 grants cycle, applicants will be required to describe their current ADA/Accessibility Plans in EGOR, under the *Review Criterion: Community Needs*:

Describe your organization's ADA/Accessibility Plan for the 2-year grant period, including: the person/people responsible for addressing issues of access; an overview of the ADA compliance of existing/currently-utilized facilities; a summary of current inclusion strategies and related dollar amount allocated within your organization's budget; a summary of proposed inclusion strategies and planned procedural changes during the grant period. 3000 characters maximum.

For information about ADA/Accessibility Plans, visit <http://www.azarts.gov/programs/accessibility/> or contact Jaya Rao, Accessibility and Grants Coordinator at 602-771-6532 or jrao@azarts.gov.

Required Supplementary Materials

Organizations are required to submit all of the following supplementary materials in support of GOS applications.

The required supplementary materials must be uploaded to EGOR. Required Supplementary Materials will no longer be accepted via postal mail. Required supplementary materials will not be returned to the applicant.

The following materials are REQUIRED and must be uploaded to EGOR:

- Federal Tax Exemption Letter (first-time applicants only). This is a letter from the IRS granting 501(c)3 status to an organization or a designated fiscal agent. It is NOT the letter assigning a Federal Tax ID Number. Public schools and units of government are exempt from this requirement.
- Fiscal Sponsor Letter of Agreement (if applicable). If using a Fiscal Sponsor, an organization must scan and upload a letter **signed** by both authorizing officials from the grantee organization and Fiscal Sponsor. The letter must state that the Fiscal Sponsor agrees to receive any grant funds on behalf of the grantee, distribute them to the grantee organization and maintain appropriate financial records.
- CDP Funder Report (must include *at least* 2 most current fiscal years worth of financial data). See page 7 for description. www.azculturaldata.org
- 3-Year Arts Programming List. A list of the previous, current and upcoming years' arts programming (no more than 3 pages). Describe or annotate the program statements to help panelists understand the nature of the organization's programs.
- Current Staff List (or Volunteer List, if your organization is an all-volunteer organization). Please list full name and position, and number of years with organization.
- Strategic Plan (GOS III & Basic/Locals Aid only). The most current strategic plan, business plan or organizational workplan, formally adopted or approved by the organization's governing board.
- Education Plan (Basic/Locals Aid only). The most current education plan formally adopted or approved by the organization's governing board and signed off on by the Education Manager. Format and length submitted is up to you, submitting the education section of your strategic plan is acceptable. See page 6 for description.

Alternate year applicants should review the "Alternate Year Applications" section on page 3 for information about required alternate year materials.

General Operating Support Grants Do Not Fund

- Organizations that received Arts Commission funding in fiscal year 2011 but failed to file a final report by Monday, August 1, 2011
- Organizations not dedicated to producing, presenting or serving the arts as their primary mission (the arts must comprise at least 50% of programming to be eligible)
- Any division of local, state or federal government except Tribal Cultural Organizations or Local Arts Agencies (including arts councils and arts commissions)
- Applications submitted by for-profit organizations
- Schools, including public, private and charter
- Auxiliary/affiliate organizations
- Religious institution-led or religious group-sponsored projects not open to participation by non-congregants
- Religious institution-led or religious group-sponsored projects whose primary purpose is the religious socialization of individuals, or which exist as parts of religious sermons or services
- Debt reduction
- Regranting, unless permission is received
- Lobbying expenses
- Expenses related to the construction of facilities
- Food and beverage for receptions and hospitality functions
- Fundraising projects
- Scholarships and awards
- Equipment or capital expenditures
- Indirect costs
- Any costs other than those delineated in the Guide to Grants and relevant Funding Eligibility Scales

COMPLETING AN ONLINE GOS APPLICATION IN EGOR

Applicants are asked to address the following questions within the application and are asked to identify staff, board and project directors, and grant and audience type.

In addition, applicants will be asked to describe the history of the organization in presenting, producing or serving the arts (1600 characters maximum). The required history narrative should be used to address organizational history *as related to the grant category program requirements*.

In EGOR, questions require yes/no or short form responses unless a character count is indicated.

Applicants are strongly advised to develop responses to narrative questions using word processing software, to save often, and then to copy and paste completed responses into the EGOR application.

Applicants will be required to answer all questions completely in the text boxes provided. Applicants are advised to assume that the panel reviewing grant applications knows nothing about your community, school, organization or programming.

Review Criterion: Artistic Quality (for service organizations, *Quality of Service*)

- Describe your organization's artistic goals and measures of success for the funding period. 500 characters maximum.
- Describe your organization's artistic quality, creativity or artistic service. Consider your mission while responding to this question. 3000 characters maximum.

Review Criterion: Community Needs

- Describe the community(ies) your organization will serve during the funding period and describe the methods employed to determine the community's needs. 350 characters maximum.
- State the size of your total audience/attendance/participants in public programs over the past year.
- State how many people you expect to reach during the grant period.
- Considering your mission and with as much specificity as possible, how does your organization serve its community(ies)? 2450 characters maximum.
- Describe your organization's ADA/Accessibility Plan for the 2-year grant period, including: the person/people responsible for addressing issues of access; an overview of the ADA compliance of existing/currently-utilized facilities; a summary of current inclusion strategies and related dollar amount allocated within your organization's budget; a summary of proposed inclusion strategies and planned procedural changes during the grant period. 3000 characters maximum.

Review Criterion: Administrative and Managerial Ability

- Describe your organization's administrative/managerial ability. Describe your organization's capacity and strengths. 1600 characters maximum.
- Do you have a written organization plan?
- Does your organization have a strategic plan, business plan or workplan? If yes, briefly describe the role of the plan in relationship to your organization's operations. 200 characters maximum.
- In what year was your current plan developed?
- Has it been formally adopted/approved by your Board?
- What time period does your plan cover?
- Describe your planning process. Who contributes to your plan? What is your planning timeline? How does your plan relate to your organization's short and long-term goals? 675 characters maximum.

Review Criterion: Appropriateness of Budget

- Complete a two-year budget using CDP (www.azculturaldata.org). Upload the CDP Funder Report to EGOR.
- Provide budget notes through EGOR in the Budget Information section to explain in-kind support, variances over 15%, and debt or cash reserves.

GENERAL OPERATING SUPPORT APPLICATION CHECKLIST

Full Year Applications

- ☐ Submit Letter of Intent to Apply (only for *new* applicants to Basic/Local Aid or to Arts Commission GOS grant programs) by Friday, February 24, 2012.
- ☐ Complete two-year budget through CDP. See page 7 for description.
- ☐ Complete and submit online application through EGOR by Thursday, March 15, 2012.
- ☐ Upload the following REQUIRED materials to EGOR by Thursday, March 15, 2012:
 - ☐ Federal Tax Exemption Letter (first-time applicants only).
 - ☐ Fiscal Sponsor Letter of Agreement (if applicable).
 - ☐ CDP Funders Report. www.azculturaldata.org
 - ☐ 3-Year Arts Programming List.
 - ☐ Current Staff List (or Volunteer List, if your organization is an all-volunteer organization).
 - ☐ Strategic Plan (GOS III & Basic/Locals Aid only).
 - ☐ Education Plan (Basic/Locals Aid only). See page 6 for description.

Alternate Year Applications

- ☐ Complete two-year budget through CDP. See page 7 for description.
- ☐ Complete and submit Alternate Year Application through EGOR by Thursday, March 15, 2012.
 - ☐ Update Organization Profile.
 - ☐ Update board information.
 - ☐ Submit one paragraph reporting on any staff or programmatic changes since last year's application and the impact of these changes on the organization.
- ☐ Upload the following REQUIRED materials to EGOR by Thursday, March 15, 2012:
 - ☐ CDP Funders Report. www.azculturaldata.org

STAFF CONTACTS

Please contact Alex Nelson, Director of Arts Learning at 602-771-6521 or anelson@azarts.gov for questions related to the following organizations:

- Arts Education Organizations applying for General Operating Support
- Basic/Locals Aid Organizations submitting Education Plans

Please contact Jennifer Tsukayama, Director of Strategic Partnerships at 602-771-6531 or jtsukayama@azarts.gov for questions related to the following organizations:

- Organizations applying for Organizational Development Grants
- Organizations applying for General Operating Support Level I
- Organizations applying for General Operating Support Level II
- Organizations applying for General Operating Support Level III
- Organizations applying for Locals Aid/Basic Aid
- Tribal Cultural Organizations applying for General Operating Support at any level

Please contact Ginny Berryhill, Grants and Information Technology Manager at 602-771-6528 or gberryhill@azarts.gov for questions related to:

- EGOR, the Electronics Grants Online Resource

Please contact Jaya Rao, Accessibility and Grants Coordinator at 602-771-6532 or jrao@azarts.gov for questions related to:

- ADA/Accessibility Plans

Please contact Patrick Fanning, Arts Learning and Special Projects Coordinator at 602-771-6529 or pfanning@azarts.gov for questions related to:

- CDP Funders Report